

**SEPTEMBER RELEASE**  
**ELIGIBILITY AND PAYMENTS MANUAL**  
TRANSMITTAL LETTER 02/15

**September 15, 2015**

TO: CUSTODIANS OF ELIGIBILITY AND PAYMENTS MANUAL

FROM: STEVE H. FISHER

SUBJECT: ELIGIBILITY AND PAYMENTS MANUAL CHANGES

Material Transmitted	Material Superseded
<b>Chapter A-100 Application Processing</b>  Section A-123 - 193 MTL 02/15 – (12) Pages	<b>Chapter A-100 Application Processing</b>  Section A-123-193 MTL 01/15, 14/03,13/05 – (12) Pages
<b>Chapter A-300 Household Determination</b>  Section A-330 MTL 02/15 – (2) Pages  Section A-335 MTL 02/15 – (1) Page	<b>Chapter A-300 Household Determination</b>  Section A-330 MTL 12/05 – (2) Pages  Section A-335 MTL 13/05 – (1) Page
<b>Chapter A-2000 Assessments</b>  Chapter 2000 MTL 02/15-(5) Pages	<b>Chapter A-2000 Assessments</b>  Chapter 2000 MTL 13/05-(5) Pages
<b>Chapter A-2400 TANF Time Limits</b>  Section A-2420 MTL 02/15-(1) Page	<b>Chapter A-2400 TANF Time Limits</b>  Section A-2420 MTL 13/05-(1) Page
<b>Chapter B-1400 Nondiscrimination/Interpretive Services</b>  Section 1450.2 Non-English Speaking Interpretive Requests MTL 02/15 – (1) Page	<b>Chapter B-1400 Nondiscrimination/Interpretive Services</b>  Section 1450.2 Non-English Speaking Interpretive Requests MTL 13/05 – (1) Page
<b>Chapter C-100 TANF</b>  Table of Contents MTL 02/15 – (1) Page  Section C-110 MTL 02/15 – (1) Page  Section C-115 MTL 02/15 – (1) Page  Section C-140 MTL 02/15-(1) Page  Section C-170 MTL 02/15-Obsoleted  Section C-180 MTL 02/15 – (1) Page	<b>Chapter C-100 TANF</b>  Table of Contents MTL 13/05 – (1) Page  Section C-110 MTL 13/05 – (1) Page  Section C-115 MTL 14/02 – (1) Page  Section C-140 MTL 01/15-(1) Page  Section C-170 MTL 06/02-(8) Pages  Section C-180 MTL 07/01 – (3) Pages

Section C-180.4 MTL 02/15-(1) Page	Section C-180.4 MTL 01/15-(1) Page
Section C-180.5 MTL 02/15-(1) Page	Section C-180.5 MTL 01/15-(1) Page

Manual Section	BACKGROUND & EXPLANATION of policy changes/clarifications/updates for September , 2015	Obsolete PT, P&P, PUT or IM
A-123	<b>Expedited Time Frames</b> -Section updated to clarify the first day of the seven day processing time frame begins the day after the date of the application not the application date.	E&P PT 02-15
A-124.1	<b>Duplicate Assistance Screening</b> -Note added regarding food assistance recipients from Puerto Rico. These individuals are not considered to have received duplicate SNAP benefits.	
A-134	<b>Rights and Responsibilities</b> -From number updated for Good Cause with Child Support Enforcement.	
A-160.1	<b>Quality Control (QC) Cooperation</b> -Section updated to clarify the period of ineligibility for households who are not in cooperation with Quality Control.	E&P PT 02-15
A-330	<b>Who is Included</b> – SNAP side updated to include spouses in same sex marriages and domestic partners as required household members. These individuals cannot be separate from their spouses and/or domestic partners.	E&P PT 04-14 E&P P&P 18-14
A-335	<b>Authorized Representatives</b> - section updated to clarify that individuals currently serving a disqualification for an Intentional Program Violation are banned from serving as an AR unless the agency has determined that no one else is available to serve as the AR.	E&P PT 02-15
A-2020	<b>DWSS Assessment</b> – Updated section making Assessment Summary (form #2576) optional and the Work History Assessment (form #2576) mandatory.	
A-2050	<b>Assessment Summary</b> – Updated section mandating Assessment findings be summarized in the OASIS narrative screen.	
A-2420	Updated Hardship section.	
B-1450.2	<b>Non-English Speaking Interpretive Requests</b> -Third paragraph updated to clarify completed Form 2034-WG will now be forwarded to the designated individual in each district office. These forms will no longer be forwarded to Eligibility and Payments in Central Office.	E&P IM 31-14
C-100	<b>Table of Contents</b> -Update Table of Contents to remove sections which have been obsoleted due to numerous policy and program changes. C-160 and C-170 should read “Reserved”	
C-110	<b>Input Cut-Off Dates for Monthly Benefits</b> -Cut-off schedule for 2015 updated with updated dates.	
C-115	<b>NOMADS Adverse Action Dates</b> -Adverse dates updated for 2015. “NOMADS” removed as adverse is for all eligibility systems and is not specific to NOMADS.	
C-140	Update the TANF Needs Standards Chart with the new 2015 Federal Poverty Level increases effective 4/1/15.	
C-170	<b>Sneede-Kizer Sub Assistance Unit (SU)Example Charts</b> -Section obsoleted as all medical assistance policy is now found in the Medical Assistance Manual. In addition Sneede-Kizer budgeting is no longer used when determining medical eligibility.	
C-180	<b>TANF Budgeting Steps</b> -All reference to CHAP removed from section. All medical assistance program policy is now located in the Medical Assistance Manual.	
C-180.4	Update the TANF Budget with the new 2015 Federal Poverty Levels.	
C-180.5	Update the TANF Budget with the new 2015 Federal Poverty Levels.	